

# 2023-24 Urey M.S. Student Handbook

407 Washington Street, Walkerton, IN 46574  
Phone: 574-586-3184 ... Fax: 574-586-3714

<http://www.jgsc.k12.in.us/urey-middle-school.html>

Falcon Proud! - Tradition Lives Here!



“Grow Forward”

Est. 1966 - POSITIVE CONNECTION + POSITIVE EXPERIENCE

## Urey M.S. Schedule

*~Teacher work day = 7:35-3:05*

<u>Regular Schedule</u>		<u>Minutes</u>
1 <sup>st</sup> Period	7:52-8:40	48
2 <sup>nd</sup> Period	8:43-9:38	55
3 <sup>rd</sup> Period	9:41-10:26	45
4 <sup>th</sup> Period	10:29-11:14	45
8 <sup>th</sup> Grade Lunch/7 <sup>th</sup> Homeroom	11:14-11:48	34
7 <sup>th</sup> Grade Lunch/8 <sup>th</sup> Homeroom	11:48-12:22	34
5 <sup>th</sup> Period	12:25-1:10	45
6 <sup>th</sup> Period	1:13-1:58	45
7 <sup>th</sup> Period	2:01-2:47	46

<u>Two-Hour Delay Schedule</u>		<u>Minutes</u>
1 <sup>st</sup> Period	9:52-10:26	34
2 <sup>nd</sup> Period	10:29-11:09	40
3 <sup>rd</sup> Period	11:12-11:46	34
8 <sup>th</sup> Grade Lunch/7 <sup>th</sup> 4 <sup>th</sup> Period	11:47-12:21	34
7 <sup>th</sup> Grade Lunch/8 <sup>th</sup> 4 <sup>th</sup> Period	12:22-12:56	34
5 <sup>th</sup> Period	12:59-1:33	34
6 <sup>th</sup> Period	1:36-2:10	34
7 <sup>th</sup> Period	2:13-2:47	34

## Table of Contents:

	Daily Schedule	2
	Vision/Belief Statements	4
	Welcome	4
	Staff Contact Information	4
<b>Academic Info</b>	Homework Policy	4
	Goals and Objectives	5
	Honor Roll	5
	Harmony & Canvas	5
	Learning Center	5
	Guidance Counseling	6
	Lunch Study Hall (formerly Z.A.P.)	7
	Plagiarism	7
<b>Attendance</b>	Arrival/Departure	7
	Excused Absences	8
	Unexcused Absences	8
	Pre-Arranged Absences	8
	Make-Up Work	9
	Tardy Policy	9
	Absence & Extra-curricular Participation	9
<b>Conduct</b>	Consequences	9
	Discipline Alternatives	10
	Grounds for Suspension or Expulsion	10
	Anti-Harassment Policy	14
	Bullying Policy	20
<b>General Info</b>	Audio/Electronic Equipment	21
	Book Bags	22
	Bulletins and Announcements	22
	Bus Transportation	22
	Chromebook Use	22
	Dress Code	22
	Health Services	23
	Lockers	24
	Lost and Found	24
	Lunch	24
	Media Center	24
	FERPA	25
	Right to Inspect Materials	25
	Submission to Surveys	26
	ECA ... Expectations	26
	Urey Honor Society	26
	Dances	27
	Incentive Program	27
	Restrictions	27
	JG Technology Acceptable Use Agreement	27
	Gr 4-8 Athletic Handbook	31

### **Urey Middle School Vision Statement:**

The Urey Middle School community provides an atmosphere where students are motivated to become life-long learners and responsible citizens. Students understand and apply National & Indiana State Standards at or above grade level. High expectations and the use of a variety of engaging learning activities encourage students to reach their full potential.

### **Urey Middle School Belief Statement:**

- all students are capable of learning.
- all students should be challenged academically.
- all students should experience a variety of activities.
- all students have worth - we value & “own” every student.
- all students need to be involved in school and community activities.
- all students deserve a safe environment where they can apply life skills.

### **Welcome to Urey Middle School !**

We trust that you will find an atmosphere of friendliness, personal interest, and warmth with your teachers, counselor, and administration at Urey Middle School.

#### *We are especially concerned that you:*

- Feel welcome.
- Have a successful and rewarding year.
- Learn to manage your personal responsibilities.
- Become involved in one or more school activities.
- Live and work in harmony with your fellow students and teachers.
- Receive the best education possible to prepare you for future years.
- Maintain the kind of conduct and attitude for which all students can be proud.
- Have a wide range of experiences that will help you grow academically, socially, emotionally, and physically.

*ONE ADDITIONAL COMMENT:* It’s nice to have things down in black and white on a sheet of paper (in a handbook), to help you justify things you are, or are not, supposed to do. It's easy to say, “That's not in the handbook,” when a problem arises which may be leading you into difficulty. Try to remember that if each of us use common sense and are fair, one with the other, there would be no need for such a handbook full of *do's* and *don'ts*. Everything cannot be anticipated; therefore, judgment will have to be made by someone; let it be you and us; and let’s commit to good judgment with a focus on the student and instilling quality life values.

### **Urey Middle School Staff Contact Information**

Staff members may be contacted by calling the main office at 574-586-3184. Please note that staff members may be unable to take your call. Please leave a message and he/she will return your call as soon as possible. Staff members may also be emailed. Email addresses for staff members can be found by following the “Parents” link on the UMS website at: <http://www.jgsc.k12.in.us/urey-middle-school.html>

## **Academic Information**

### **Homework Policy**

The Urey Middle School staff feels that homework is an important element of a successful school program. Urey’s student homework guidelines encourage the three (3) essential elements in school (students, parents, and teachers) to all work together. The guidelines encourage the students to develop responsible behavior for coming to class prepared and for completion of required work. Homework is important because it is a valuable aid to help students make the most of their school experience. It reinforces what has been taught in class, it prepares

students for upcoming lessons, and it helps students develop self-discipline, responsibility, and organizational skills.

**Goals and Objectives:**

- Students will complete all assignments on time.
- Students will accept the responsibility of being prepared for class.
  - Bring your chromebook & textbook to class.
  - Bring pen/pencil and paper to class.
  - Bring other required materials to class.
- Students will work to reach their potential.
- Each Teacher Team will have consistent responsibility & homework expectations for all students.
- Parents will support the school by encouraging their children to follow school guidelines.

**Job Title: Student**

**-Job Description:** Complete all school work to the best of your ability & submit it on time.

All homework is expected to be completed and then handed in during class on the date it is due. If you are unsure of homework assignments, check your online homework agenda in Harmony, your assignment notebook and/or contact the Learning Center. Homework may be turned in after it is due, but will be given partial credit. Students are responsible for asking for and turning in any make-up work due to excused absences. Any student who has an excused absence will be given the number of days to make up work as described in the “Make Up Work Due to Absence” section of this handbook. The Learning Center is open from 7:30 a.m. - 7:50 a.m. daily to assist student with academic work.

**-Job Duty:** Tell an adult if anyone is planning to hurt themselves or others. Keep our school safe.

**Honor Roll**

Honor Roll will be published at the end of each grading period. The following rules shall determine those students eligible for the Honor Roll: Students must have all A’s and B’s on their report card. Those who have received all A’s will be on the Distinguished Honor Roll.

**Harmony**

Harmony (our Learning Management System - LMS) is a service that greatly improves school to home communication at JGSC. Parents can access their student’s Attendance, Discipline, Progress Reports, missing work, etc and other academic information by logging in to a secure internet site and using a username and password. This allows parents to have “real time” comprehensive information regarding their student’s academic record regardless of the time of day.

**Canvas**

This learning management system allows teachers to deliver instruction & other materials (typically used during e-Learning & virtual learning).

**The Learning Center = Located in the Media Center!**

Urey Middle School is pleased to continue the implementation of a Learning Center for our students. The Learning Center has been designed to help any student who needs to supplement classroom instruction. **The Learning Center is open from 7:30–7:45 am & from dismissal to 3:30 pm.**

Services include:

- Guided study
- Reading of tests
- Test preparation and remediation
- Re-teaching of classroom concepts
- Make up tests or work due to excused absences
- Access to reference materials for class assignments or projects
- Review of current status of grades in all classes (missing assignments, organization ...)

**Guidance**

-The Guidance department is the headquarters for student services and academic support. Our school counselor oversees student scheduling, academic counseling, and provides ongoing social/emotional learning support for all students.

**Guidance Services Available at Urey Middle School:**

- |  |   |
|--|---|
| <b>Orientation of New Students</b>         | <b>Parent Teacher Conferences</b>           |
| <b>Individual Counseling</b>               | <b>Scheduling of Students</b>               |
| <b>Group Counseling</b>                    | <b>Curriculum Advisement/Planning</b>       |
| <b>Peer Mediation</b>                      | <b>Career and Vocational Counseling</b>     |
| <b>Psychological Referrals</b>             | <b>Referral to other services as needed</b> |
| <b>Classroom Guidance Lessons</b>          | <b>Crisis Management Services</b>           |
| <b>Registration/Withdrawal of Students</b> | <b>Conflict Mediation</b>                   |

**Schedule Change Policy**

Urey Middle School creates student schedules with careful consideration to each student’s academic level, abilities, and areas of interest. In order to provide consistency for parents, students, and teachers, schedule changes will be kept to a minimum. Schedule changes are only considered if the change is due to an error with placement in a core class, or with an error in leveling for an elective class. Schedule changes will not be made based on preference of specific teachers, desire to be with a classmate, or other non-academic rationale. Before making a request, please review the information below to assure that you fully understand the schedule change policy.

**Requesting a schedule change:**

In the rare event that a schedule change is needed, a “schedule change form” must be submitted to the Guidance Department. No request may be made through personal meetings, phone calls, or emails. Once the proper forms and documentation are provided to Guidance, the student’s records will be reviewed and a decision will be made regarding the request.

**Reason for changes:**

- Student is missing a core class.

- Student was inappropriately placed based on grade level or academic skills.
- Student has documented evidence supporting a course change.

### **“1 Week Rule” (5 School days) for Electives:**

Parents and students are responsible for carefully reviewing the elective courses and selecting the most appropriate courses based on their student’s interests and skill level. Auditions, teacher recommendations, testing data, and grades are also used as a primary means of course placement. The Guidance Department will do their best to place students in their top elective choices; however, space is limited in each elective. If a parent or student feels they were placed in the wrong elective based on their skill level, they have the first week of the school year to request a change. Parents will complete a schedule change form and submit it to the Guidance Department. Once the form is submitted, the Guidance Department will review it and decide if a schedule change is possible. **Not all schedule change requests will be approved. Following the first week of school, no changes will be made to the student’s elective schedule.**

### **Lunch Study Hall**

Students who do not complete homework will be assigned to attend Lunch Study Hall. During this time students will complete missing work. Repeatedly being assigned to lunch study hall or repeatedly not completing school work will result in Alternative Placement or ISS.

### **Plagiarism**

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet (all are plagiarism). Plagiarism in most instances is easy to identify and expose. The very force that makes plagiarism easy and tempting to some students (**i.e. the Internet**) makes its detection easy. Most teachers can locate the source of suspected plagiarism within a few minutes of searching the web. Students should be aware that all UMS teachers have access to www.Turnitin.com, a very effective resource for catching plagiarism. Consequences are cumulative for each school year. *The following serve as general guidelines:*

**1<sup>st</sup> offense (per year):** Receive F or “0” on the particular project, test, paper or assignment and parent notification by the teacher.

**2<sup>nd</sup> offense:** F or “0” on the assignment, parent meeting/notification, and one day ACP.

### **Attendance**

#### **Philosophy**

Research demonstrates that students who regularly attend school achieve higher grades, enjoy school more, and increase their chances of future success. Students must be active participants in school to achieve maximum benefit from their education. It is, therefore, vital that students attend on a regular basis. Students will be taught self - screening for Covid-19 beginning day one. If a student shows signs/symptoms of Covid -19, please call the office and keep your student at home.

#### **Procedure**

A parent or guardian must report all absences by calling **574-586-3184 (accessible 24 hours a day)**. If a student is absent or will be late to school, it is important that the school be notified by 8:15 a.m. If there is no phone in the home, the student is expected to bring a note to the attendance office before 8:00 a.m. the day the student comes back to school. It is advisable to send a note even if a phone call is made, as notes are kept in the attendance office throughout the year and provide definite documentation if needed.

Any absence not verified according to the handbook policy listed above will be considered an *unverified absence*. If no verification is received within 2 days of an absence, the absence will be recorded as "unexcused." At this point, the parent will be contacted by the school to determine whether the absence becomes a truancy (student was absent without parent's knowledge or approval).

## **Arrival/Departure**

Buses begin arriving at 7:25 am, we prefer that students get dropped off by parents starting at this same time. Once on school grounds, students may not leave without permission from office staff. If school is already in session when you arrive, students must enter the school through the main entrance only (door #1) and check in at the office. All doors will be locked at 7:55 a.m. Students arriving between 7:30 and 7:50 may go directly to the Learning Center (Media Center) **or** to their 1<sup>st</sup> period class. No student is allowed in classrooms, media center or the gym prior to the first bell unless the supervising teacher has given permission. At dismissal all students must depart from the building promptly unless under the supervision of a teacher, coach or sponsor. **\*For the 2022-23 school year due to Covid-19 policy/procedures/restrictions; students will be required to social distance per Covid-19 guidelines (as directed by the Governor, IN State Superintendent, IDOE, St. Joe County Health Dep't, JGSC Board of Trustees, JGSC Superintendent, or UMS Staff.**

## **Excused Absences**

The only absences considered valid excused absences are personal illness, death in the family, exclusion by a doctor, observance of a religious holiday, medical appointments, or those specifically recognized by state law.

A student who has an appointment is expected to attend all classes that may reasonably be attended around the appointment. A mid-morning appointment does not translate into a full day of excused absence. Students will be marked unexcused in situations where they could have attended part of the day but failed to do so. If your child will be arriving late to school due to an appointment (doctor, dentist, etc.) please call the office to give advanced notice of the expected late arrival.

## **Unexcused Absences**

Unexcused absences are those absences not recognized by the state or school policy. These include, but are not limited to:

1. Failure to phone or submit a parent note to the office within two days of a return to school.
2. Absence from school without parent/guardian consent = **Truancy**
  - a. First incident: 2 hour detention **OR** ACP & parent/guardian notification.
  - b. Second incident: 1-2 days Alternative Placement and a parent/guardian notice/conference.
  - c. Third incident: 2 days ISS, referral to legal authorities, possible DCS or county contact, & parent/guardian conference.
  - d. Habitual truant: A student who has unexcused absences from school for more than ten (10) days of school in one (1) school year will be labeled a "Habitual Truant" and will be subject to the laws governing that status.
3. Absence for part or all of the school day, but student is observed out that day in the community or at school event.
4. Absence because of babysitting, helping at home, farm work, etc.
5. It is at the discretion of the teacher to allow credit for any daily work completed on a day a student is marked "UX".

## **Report to juvenile court intake officer; habitual absence from school – IC 20-33-2-25**

The superintendent or an attendance officer having jurisdiction may report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court. Students who are absent more than 10% of the school days (180 school days x 10% = 18 school days) may be referred to the county juvenile probation intake office. The intake officer shall proceed in accord with IC 31-30 through IC 31-40. *As added by P.L.1-2005, SEC.17.*

## **Pre-Arranged Absences**

Requests for absences should be in writing to the principal in advance. Contact must be made with the office prior to the absence in order for the principal to determine if it will be marked unexcused or if it qualifies as an excused absence.

**-Prior to the pre-arranged absence, students must make arrangements with their teachers to determine when the make-up work is due upon their return to school.** Students may make up exams which fall during



the end of a grading period, provided the student makes arrangements with his/her teacher prior to the absence.

### **Make Up Work Due to Absence**

All school-related work missed due to an excused absence must be completed according to the discretion of the teacher(s). It is the student's responsibility to meet with the teacher upon returning to school to arrange to make up work. **Homework requests made before 8:30 a.m. will be honored.** Parents can pick up work after 3:00 p.m. Students and parents are encouraged to check Harmony for activities and assignments.

### **Tardy Policy**

Students who are tardy to class may be subject to the following consequences per grading period:

- First through eighth (1-8) cumulative tardy incidents documented (#7 and #8 notice from office staff & parent notification by Harmony email).
- 9-11th cumulative incident: lunch detention and parent notification by Harmony email.
- 12th cumulative incident: Alt Placement/All Day Detention & parent notification by Harmony email.
- 13th cumulative incident: 1 Hour After School Detention + parent call, documented in Harmony.
- 14th - well, we shouldn't get here, but if so we will schedule a parent mtg and serve ISS.

-Each 9 Week Grading Period/Quarter will be considered a fresh start for students with respect to the number of times he/she has been counted tardy. *~Once/If referred to the Juvenile Justice System we are required to continue reporting absences and tardies.*

### **Absences and Extracurricular Attendance**

Students must be in, and remain in, attendance by noon (12:00 p.m.) in order to participate in any extracurricular activities on that date. This includes athletic events, concerts, club meetings, etc.

## **Conduct**

### **Philosophy**

Students, parents and school personnel have a right to expect a school environment which is orderly, respectful and safe. Therefore, there must be certain standards of conduct which allow students to make mistakes, yet assume accountability for mistakes through reasonable consequences. Discipline and the existence of consequences for inappropriate behavior are helpful, if not essential, in developing good citizens.

### **Consequences**

The following provides a list and brief description of the types of disciplinary actions schools are permitted to implement:

- **Verbal Reprimand:** Discussion w/ a member of the admin team.
- **Detention:** Assigned for a variety of infractions = Lunch or Before/After School.
- **Alternate Classroom Setting (ACP):** A teacher or principal may remove a student from a particular class.
- **1 Hour Detention:** May be assigned for moderate infractions. Typically runs approximately 3:00 p.m. – 4:00 p.m. Student shall make arrangements for transportation home. Student should be picked up at the front entrance (door #1) promptly by 4:00 p.m.
- **2 Hour Detention:** May be assigned for moderate or more severe infractions. Typically runs approximately 3:00 p.m. – 5:00 p.m. Student shall make arrangements for transportation home. Students should be picked up at front entrance (door #1) promptly by 5:00 p.m.
- **In School Suspension (ISS):** The principal or his/her designee may assign ISS for moderate infractions. Students in ISS do not attend class, but must be in school and complete all assignments with loss of learning and any grade adjustments as determined by the teacher. The student may NOT attend extra-curricular activities.
- **Out of School Suspension (OSS):** The principal or his/her designee may assign OSS for major or repeated offenses for 1 to 10 days. The parent is responsible for student supervision. The

student is required to complete all assignments and school work assigned during the period of the student's suspension. The student will be allowed to make up missed tests or quizzes when the student returns to school. The student may NOT attend extra-curricular activities.

**Alternative Discipline Consequences:**

- Parent conferences
- Loss of privileges
- Lunch w/ staff
- Referral to counselor
- Rearranging of class schedule
- Removal from class
- Requiring student to stay after school
- Corporal punishment
- Restrict ECA activities
- Removal of bus privileges
- Conflict Mediation
- Community service
- Locker reassignment

**GROUNDS FOR SUSPENSION OR EXPULSION**

The grounds for suspension or expulsion listed in section A.( below) apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event; or
- c. Traveling to or from school or a school activity, function, or event.

-A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators, intended to be progressive in nature, and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

**A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.

3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. *[Low THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.] [Low THC Extract products as defined by state law are excluded from this rule.]*
  - a. **Exception** to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
    2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    3. The student has been instructed in how to self-administer the prescribed medication.
    4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Use or possessing of gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity-
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such devices will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice of it to all students and parents.

**B. Possessing A Firearm or a Destructive Device**

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:

- any weapon that is capable of expelling, designed to expel or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
    - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
    - a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
    - a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **C. Possessing A Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule:
  - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - a biological disease, virus or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **D. Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **E. Legal Settlement**

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

### **RIGHT TO APPEAL**

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it has voted not to hear all student appeals of expulsion. If the board hears the appeal, it will consider the written summary of

the expulsion meeting and the arguments of the school administration and the student and/or the student's parent/guardian. The board will then take any action deemed appropriate.

**Please Note**

Each school has the right to establish certain policies and rules which fits within the local community and school standards. These rules and consequences are not listed in the Indiana Code, but are believed to be necessary and desirable for Urey Middle School.

**School Activities**

Students are expected to behave in a manner that is a credit to our school at all school-related activities and functions, both at home and at other schools. This applies to field trips and school-related trips through extra-curricular clubs and organizations. During athletic events, students should demonstrate respect and good sportsmanship for the guest school at all times. Cheering “for” our team, as opposed to cheering “against” the other team is the basis of good sportsmanship. Ridicule and shouting at particular players on the opposing team is not allowed.

**Tobacco-Free Schools**

The John Glenn School Corporation has adopted a policy for a tobacco-free campus. This means that smoking or tobacco products of any kind are not to be in the building, on school property or at any school activity at any time.

Indiana Code 35-48-5 states that use or possession of tobacco by students on school property or *within 1000 feet of school property* (regardless of age) is strictly prohibited. This includes being in a vehicle. A first tobacco violation may result in three days O.S.S.

**Protection of Pupil Rights Amendment (PPRA)**

PPRA governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following areas:

1. Political affiliations
2. Mental or psychological problems
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs
8. Income (other than that required by state law to determine eligibility for participation in a program or for receiving financial assistance under such program)

-JGSC occasionally has students in grades 7-12 participate in a student survey. The survey typically focuses on alcohol, drugs, violence, and violence prevention. Although this survey is anonymous and is kept confidential, parents have the right to opt out of this survey. The Guidance Department will advertise the survey in advance, allowing parents the opportunity to contact the office if you choose to have your student not take the survey.

**Gang-Related Behavior**

Street gangs have no place at Urey Middle. Students who individually, or as a group, act in such a way as to intimidate, threaten, coerce, or physically harm any other student will be subject to the penalties established for suspension or expulsion. The showing of gang-related symbols, colors, hand signals, or clothing which causes a disruption or is representative of gang related behavior, shall be grounds for suspension or expulsion.

**ANTI-HARASSMENT**

**General Policy Statement**

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all

School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. The Corporation will not retaliate against any person who makes a report or files a complaint alleging harassment or a violation of this policy. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

-All reports of harassment should be reported to **Mr. Christopher Winchell, Complaint Coordinator.**

Office: 101 John Glenn Drive, Walkerton, IN 46574

Telephone: (574)-586-3129

Email: [ewinchell@jgsc.k12.in.us](mailto:ewinchell@jgsc.k12.in.us)

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

The School Corporation will conduct a biennial (every two years) review of its Anti-Harassment procedures to ensure the School Corporation is acting to prevent unlawful harassment.

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Definitions**

#### **Sexual Harassment**

Pursuant to Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual;
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of

interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Because harassment can occur staff to student, student to student, male to female, female to male, male to male, or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; un-welcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student with whom the teacher or superior is sexually involved and where such favoritism adversely affects other student.

-Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's education, or such that it creates a hostile or abusive employment or educational environment.

These policies and procedures apply to all School Corporation students, employees, staff, faculty, administration, coaches, contractors and all participants in any School Corporation sponsored activities on any property owned and maintained by the School Corporation.

#### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

#### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

#### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct



is 'based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the Individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance of creating an intimidating, hostile, or offensive learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

When a Complainant believes criminal activity may have occurred the Complainant has the option to pursue a criminal complaint with an appropriate law enforcement agency, to pursue a harassment complaint under the Corporation's complaint procedures, or to pursue both processes simultaneously. Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The titles of the Anti-Harassment Complaint Coordinators with whom complaints of unlawful harassment should be filed are: **Christopher Winchell, Complaint Coordinator**

Office: 101 John Glenn Drive, Walkerton, IN 46574

Telephone: (574)-586-3129

Email: [cwinchell@jgsc.k12.in.us](mailto:cwinchell@jgsc.k12.in.us)

The titles of these individuals will be published annually.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy the Administrative Guidelines, Informal Report Forms and Formal Report Forms will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who observes acts of harassment must intervene to stop the harassment unless circumstances would make such intervention dangerous. Additionally, the employee must document and report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint. The Complaint Coordinator shall maintain copies of all documented and re-ported observations as well as the investigation in accordance with the School Corporation's Retention Policy.

### **Privacy/Confidentiality**

The School Corporation will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Interim Remedial Measures**

The School Corporation will maintain on-going contact with the Complainant throughout the investigation and, when appropriate, will take interim measures to ensure the safety of students who reported to be victims of sexual harassment, such as protective orders, and will also, when appropriate, take steps to remedy the harm to victim(s). Further interim remedial measures may include counseling to either or both the students who alleged they were subjected to harassment and the accused.

### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School Corporation community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified above and in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. The Complainant has the right not to appear in the same hearing room as the accused. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation. The Complaint Coordinator will provide both parties with periodic status updates (to the extent permitted under the Family Educational Rights and Privacy Rights.) The Complaint Coordinator will use the preponderance of the evidence standard of review in its investigation of complaints.

At the conclusion of the investigation the Complaint Coordinator or designee will contact the victim within a reasonable period of time to determine whether additional supportive measures are needed. The Complaint Coordinator or designee will then prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and

the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted.

A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

The Complainant or the accused may appeal it to the Board by submitting written notice to the Superintendent within ten

(10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final. The Board shall maintain copies of all complaints, reports, investigation summaries, recommendations, notices of appeal, and final decisions in accordance with the School Corporation's Records Retention Policy.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School Corporation community or third party alleging the harassment pursues the complaint.

Attached to this Statement and Policies and Procedures are the Informal Report of Harassment and/or Intimidation, and Formal Report of Harassment and/or Intimidation.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the suspension/expulsion of a student.

All disciplinary action will be taken in accordance with applicable State Law. When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

In cases where an employee violates the School Corporation harassment policy the discipline range may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

Where the Board becomes aware that a prior remedial action has been taken against a member of the School Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

In cases where harassment was substantiated the School Corporation will take reasonable steps to deter future harassment, and to remedy the discriminatory effects on the Complainant and others. In cases where harassment was substantiated the School Corporation will contact the Complainant within a reasonable period of time following the conclusion of the investigation to determine whether additional supportive measures are needed.

The School Corporation will inform relevant members of the School Corporation community if the circumstances of an incident of alleged harassment suggest a threat to others. This may include, for example, notifying parents and employees if a student is sexually assaulted on the way home from or notifying employees of areas where harassment occurs.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater aware-ness of unlawful discriminatory practices. The Superintendent/designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy & its accompanying administrative guidelines. All training regarding Board policy & administrative guidelines & harassment in general will be age/content appropriate.

### **Remediation**

In cases where the complaint investigation results in a finding that the allegation of harassment is substantiated, action must be taken by the Compliance Officer to remedy the past effects of such harassment. This may include but is not limited to providing a contact person to monitor the harassed student, providing tutoring to the student, allowing the student to retake tests or assignments, and counseling. Counseling shall be offered to all students who have been subjected to harassment.

### **Retaliation**

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited. Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Children and Family services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement. Any reports made to the local child protection service or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Seclusion and Restraint Senate Bill 345 requires every school corporation to have a plan for seclusion and restraint. In compliance with Senate Bill 345, the plan is available for public review in the main office. For handbook purposes, the definitions for seclusion and restraint are as follows:

Seclusion: Confinement of a student alone in a room or area from which the student is physically prevented from leaving.

Restraint: Physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body.

### **Bullying Policy**

Bullying is defined as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the Intent to harass, ridicule, humiliate, intimidate, or harm the other student." Bullying is grounds for suspension and the rule applies when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity, function or event, traveling to or from school or a school activity, function, or event; or using property or equipment

provided by the school.

All acts of bullying should be reported to a staff member the student feels comfortable talking with. Reports of bullying will then be relayed to the Assistant Principal for investigation. The parents of both students will be contacted if it is appropriate.

Every effort will be made to educate the students on the effects and consequences bullying has on all parties involved. The staff at JGHS helps limit bullying by being a presence in the hallway between classes, before school, and after school.

## General Information

### Audio/Electronic Equipment

Electronics such as iPods™, MP3 players, wireless earbuds, cameras, cell phones, etc. are not to be used or carried during the school day, unless permission is expressly given by a supervising adult (i.e. teacher). **These items shall be turned off and kept in the student's locker during the school day.** In addition, all cell phones, cameras and/or recording devices are to be secured, turned off and unseen within any Urey Middle School locker room or restroom. This applies to all members of any athletic team/extra-curricular group traveling to other schools/facilities.

**Chromebooks are designated for school purposes - NOT for gaming & other distracted uses in the classroom. UMS/JGSC are NOT responsible for lost, damaged, or stolen electronic devices.**

Failure to comply with this rule results in the following progressive discipline:

- **1<sup>st</sup> offense:** item confiscated, parent/student may pick up at the school end of the day.
- **2<sup>nd</sup> offense:** item confiscated, parent shall pick up at the school, student will serve a 1 Hour Detention
- **3<sup>rd</sup> offense & beyond:** item confiscated, parent may pick up at the school, student will serve one day ACP.

\*IF the student does not follow the rule after the 3rd step, there will be a day of Alt Placement assigned.

### Important Notice to Students and Parents Regarding Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement of child protective services whenever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes exists.
- It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4 (d), for any person/student to possess access with intent to view a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 18 years of age or who appears less than age 18.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals or female breasts showing any part of the nipple intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, parents and students must be aware of the legal consequences should this occur in our school system

### **Book Bags**

Coats, gym bags, and book bags should be kept in student lockers (1<sup>st</sup> semester fall 2020 these items will be kept in the classroom). These items will not be allowed in the classroom. No rolling backpacks as they do not fit in the lockers.

### **Bulletins and Announcements**

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced during each morning and may be read via Urey's website.

### **Bus Transportation**

The school is responsible for the welfare of its students both coming to and going from school. Please follow the same standards of conduct on the school bus which you would be expected to follow in the classroom. Drivers will report to the principal any cases of misconduct on the buses and the student will be disciplined according to the bus behavior rules as adopted by Board policy. Bus students will be dropped off and picked up at the west (office) entrance to the building. Parents dropping off and picking up students should use the east (gym/cafeteria) entrance.

### **Chromebook Usage**

All students enrolling at UMS as well as their parent/guardian must sign a form acknowledging appropriate use of school Chromebooks. Chromebooks are an important educational tool for students throughout middle school and the workplace after high school. They are to be used for academic purposes and in conjunction with related technology classes and assignments for other classes. Students are *not* to use staff member's computers.

### **Dress Code**

Students may be sent home or placed in ACP if, in the judgment of the teacher/administrator, the attire is disruptive to the educational process. Our first strategy is to have the student change clothes. We always have clean t-shirts and shorts available. All adults in the building are expected to enforce & communicate about the dress code. We encourage students to dress professionally. If the outfit is something your parent/guardian doesn't want you to wear to church, a part time job, or a family function it is likely something not to wear to school. Our clothing and how we present ourselves says a lot about us. We want you to communicate about yourself in a positive manner with your appearance.

- ✓ Students must wear apparel that is not disruptive or distracting to the people around them. Clothing should not interrupt learning or distract others from learning..
- ✓ Skirts, shorts and dresses should be fingertip length. Holes/rips in pants/jeans should also be fingertip length and shall not reveal undergarments.
- ✓ Clothing that shows any type of personal undergarment is unacceptable. (Undergarments must be worn, but are not to be seen).
- ✓ Hats are to be removed when entering the building and may not be worn until leaving the building after school. (*Unless it is hat day*)
- ✓ Tops should reflect appropriate modesty for school: recommended no exposure of midriff (top must overlap top of the pants, skirt or shorts), bra straps covered, and no cleavage.
- ✓ No low-riding pants or shorts that fall below the undergarment (no sagging).
- ✓ Clothing, bandanas, jewelry, symbols, and gestures commonly associated with gang behavior will not be permitted. Clothing, jewelry, or tattoos which depict drugs, alcohol, tobacco, profanity, violence, weapons, sex, sexual innuendo, or Satanism, are not permitted.
- ✓ Shoes must be worn at all times (for your own protection).

- ✓ Students shall not wear pajama bottoms or slippers to school except on special occasions, with permission, (spirit day, hat day, etc.) variations from the accepted dress code may be allowed.
- ✓ Spiked jewelry, dog collars, leashes, and long pocket chains are NOT allowed.

### Health Services

Periodically, students may become ill or injured during the school day. Students who do not feel well should request permission to report to the office. If a student is too ill to continue the school day, provision will be made to see that he or she gets home. Students who know that no one is normally at home should have a plan for what they are to do in the event of illness.

**-Students who present with any symptoms of Covid-19 will be isolated in the old AD office or in the foyer. Parent/guardians will be notified for parent pick up. Students will be required to leave the building for the remainder of the school day.**

Any over the counter medication including cough drops **must be brought to the office and accompanied by a note stating the school may give the medication and the time it should be given.** **The medicine must be brought to school in its original container with the label intact.** Any prescription medication must be accompanied by a note from the doctor and the parent giving the school permission to give the medication. A parent must pick up any medications brought to the school office once it is no longer needed at school. When a medicine is necessary, we appreciate your cooperation with the above guidelines, and understand it requires extra time and effort on your part. This is necessary in order to comply with state regulations. State regulations require schools to permit students with acute medical conditions to possess and self-administer medication with the written permission of the physician and parent.

### Safe School Committee

In accordance with State law, there shall be a *Safe School Committee* in each school corporation. Urey Middle School committee members include:

### Safety Committee:

<b>Principal</b>	Gregg Goewert	<b>Athletic Director</b>	Adam Binkley
<b>Custodian</b>	Neal Rush	<b>Secretary/Treasurer</b>	Debi Johnson
<b>Inst Aide/Team 7</b>	Jodi Alexander	<b>Inst Aide/Team 8</b>	Jodie Temple
<b>Counselor</b>	Stephanie Reynolds	<b>Nurse</b>	Kristen Nicks

### Crisis Team:

<b>Principal</b>	Gregg Goewert	<b>Counselor</b>	Stephanie Reynolds
<b>Athletic Director</b>	Adam Binkley	<b>Teacher Lead</b>	Damon Groves/Andy Buss/Dyan Phillips
<b>Support Staff</b>	Amy Arick	<b>Secretary</b>	Debi Johnson

### Lockers

No open drink containers are allowed in lockers. Please no glass containers allowed in lockers.

**Students are not to rig their lockers so that the lock is inoperable. Students are not to share lockers or their combination with any other student.** Students are held accountable for the contents of their assigned locker. State law allows schools to conduct locker searches whenever the administration deems it necessary, appropriate, or as a preventive measure in the interest of school safety. The ONLY signage permitted on the outside of lockers shall be the school sport, club, & co-curricular signs created by school staff

### Lost and Found

Lost and found articles will be kept on a table by the cafeteria. Check periodically to see if anything has been turned in that belongs to you. Items not claimed are cleared off and donated at the end of each quarter/9 week grading period. These items are donated to the local Goodwill.

## **Lunch**

All students will remain in the building and eat in the cafeteria during lunch periods whether they purchase a hot lunch or bring their lunch. Each student is given a 7- digit P.I.N. code. Students must enter this code on a number pad at the cash register as they pass through the line. Money may be put on their account in the mornings in the cafeteria. Myschoolbuck.com is the on line system that may be used to make deposits into a student's lunch account. Lunches may also be purchased on a daily basis for cash. Any money left on their account at the end of the year will automatically transfer to the next school year. Students may not charge lunches.

- ✓ No one cuts in the lunch line or they will be sent to the end of the line.
- ✓ Students should not stand around waiting for a friend, or waiting for someone else to sit down, to avoid sitting by someone.
- ✓ Students must have either cash or money in their account to get through the lunch line. No one will go w/out lunch - we will always offer a basic lunch - just tell an adult.
- ✓ When students are outside, they shall stay in the park area. Students are permitted to use the park playground equipment.
- ✓ Students are to remain in full view of the lunch duty teacher. No hiding behind trees, dugouts, buildings, or playground equipment.
- ✓ Students are to only play games that will not injure themselves or others.

## **Media Center**

The library media center strives to provide students and teachers with a variety of materials for instruction, research, and enjoyment. In the media center, students may use reference materials to find answers to specific questions, use periodicals, newspapers and online resources to do research, find books and magazines to read for pure enjoyment, and select and check out books and periodicals for classroom and home use.

**The media center is available to students and teachers from 7:30 am until 3:30 p.m. each day.** Students who come to the media center should have a pass or a phone call from an adult. When a student arrives at the media center, he/she should present the pass at the circulation desk and begin work immediately. If it is necessary for a student to return to class before the end of the period, the student's pass must be signed by the media center staff and returned to the teacher. All students are expected to be responsible and respectful when using the media center. Media center privileges will be revoked if students do not return materials, do not pay fines, or disrupt the learning environment of the media center for other students. **As a school community we will work together to make the Media Center a welcome and active place for all students.** *Students & Staff - You are quite welcome in the Library/Media Center.*

## **Independent Media Center Use Rules**

- ✓ Please remain in the media center; please communicate & request permission before leaving the media center to return to class, use the rr, etc.
- ✓ Please work respectfully to your peers, quietly.

## **Policies for Using Materials**

- ✓ Most books in the media center may be checked out for two weeks and renewed for two more weeks. Most reference books may be checked out overnight.



- ✓ Magazines may be checked out for one week and renewed for one more week. The most current issue of a magazine may be checked out for one period each day. Current newspapers may not be checked out, but are available for use in the media center.
- ✓ Overdue books and magazines will be fined 10 cents a day per item up to a maximum of 1 dollar per item. There is a five day grace period for items to be returned with no fine. Overdue notices will be emailed to students and parents weekly. Students must pay the replacement cost of any lost book and 4 dollars for any lost magazine. Notices of over 30 days may cause a student to be given a lunch detention. Overdue materials must be returned and fines paid by the end of each semester or media center privileges may be revoked.
- ✓ Inter library loan services are available at no cost. The staff can assist a student in obtaining library materials from other libraries through this service.

-A student is responsible for all materials checked out in his/her name. Fees that are not paid will be carried over into the next year. All financial debts, including fees, are required to be paid prior to graduation from JGHS.

### **FERPA**

During fall registration all parents will receive a copy of Notice to Parents and Students on their rights concerning education records/family education and privacy act. Students and parents will be asked to provide a signature indicating they received and reviewed this information.

### **Right to Inspect Certain Instructional Materials**

The parent or guardian of a child enrolled in a school within the John Glenn School Corporation shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include teacher's manuals, student texts, films, other video materials, or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.

### **Student Submission to Surveys, Personal Analysis, or Evaluations of School Curriculum**

No student shall be required without prior written consent of the students parent or guardian, or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

- a. political affiliations;
- b. religious beliefs or practices;
- c. mental or psychological conditions that may embarrass the student or his/her family
- d. sexual behavior and attitudes;
- e. illegal, anti-social, self-incriminating or demeaning behavior;
- f. critical appraisals of other individuals with whom the student has a close family relationship;
- g. legally recognized privileged or confidential relationships including a relationship with a lawyer, physician, or minister; or
- h. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation. (Forms are available in the school office or corporation office.)

## **Clubs, Athletics and Activities**

### **Philosophy**

Urey Middle School offers a wide selection of athletics, clubs and activities. They are an important part of the total school experience and are strongly encouraged. Research has shown that students who

participate in activities experience more academic success, enjoyment, and positive social skills.

Students voluntarily participate in extracurricular programs and participation is a privilege. In accepting this privilege, the student and his/her parent accept the responsibility and commitment that accompanies participation. Being a member of an organization or team requires a higher standard of behavior, as each member represents the school with his or her participation. This standard of behavior extends year round.

**Clubs, Athletics, and Co-curricular Activities (ECA’s):**

The following is a list of clubs and activities available for students enrolled full time at Urey Middle School. New clubs and activities may be initiated at the suggestion of students, faculty or the administration. Any club or group meeting must have adult supervision.

Art Club	Anime Club	Student Council
Basketball	Chess/Checkers Club	VEX Robotics
Cheerleading	Golf FFA	Track
Coding Club (YCL)	Football	Volleyball
Cross Country	Honor Society	Wrestling
Yearbook	Spell Bowl	Tennis (club sport)
Soccer	Sound Sensation	Yearbook YCL

**Expectations**

Attendance at performances and games is encouraged. Students are expected to behave in a manner that is a credit to our school at all school-related activities and functions, both at home and at other schools. This applies to field trips and school-related trips through extra-curricular clubs and organizations. During athletic events, students should demonstrate respect and good sportsmanship for the guest school at all times. Cheering “for” our team, as opposed to cheering “against” the other team is the basis of good sportsmanship. Ridicule and shouting at players on the opposing team is not allowed.

All students who are not members of the club or team must leave the building at dismissal and return for the game or performance 15 minutes prior to its start. UMS is not responsible for the supervision of these students between school and game time.

**Urey Honor Society**

To be eligible for Urey Honor Society membership, students must earn and maintain an accumulated grade point average of 3.5 throughout both years in middle school. Grades alone do not guarantee automatic admission into UHS. The faculty council also considers each student’s record of leadership, citizenship, character, and service to one’s community. At the end of the first semester of the school year if a student has a cumulative semester GPA of at least 3.5 or higher they will receive a letter from the UHS Sponsor along with an attached Student Activity Information Form to fill out and return a date designated by the sponsor. In order to be considered for induction into UHS the student must complete and return the Student Activity Information Form by the due date. In addition, students are evaluated by the entire faculty for demonstration of scholarship, service, leadership, and character.

Once inducted, members must maintain high academic and social standards. Members may be subject to ‘probation STATUS’ and/or ‘dismissal’ from UMS Honor Society for:

- Cheating, Plagiarism, Academic Fraud
- Failure to maintain standards for selection, including GPA requirements.
- Flagrant violations of the school rules or civil law.
- Receiving two or more office referrals during the membership period.
- Receiving three warnings from the Advisor or Faculty Council.

**Dances:** There may be school sponsored dances during the school year in which students can earn the right to be invited. Dances are typically held from 3:00 – 4:30 p.m. but may also be in the evening.

Students' parents are invited to attend & chaperone w/ a background check. Students who are picked up more than 15 minutes after the dance ends may lose their right to attend the next dance.

### **Special Reward/Incentive Program**

UMS attempts to recognize student participation above and beyond normal classroom activities with a special reward for those students who exhibit exemplary levels of participation and achievement. It is part of the philosophy of UMS that students grow and learn by the efforts they put forth beyond the regular classroom, and the special reward is an incentive to participate in numerous activities. The reward is established as a goal for all students to strive to accomplish. Some of the opportunities to earn points toward this special reward may include:

- Member of an athletic/academic team and completes the season in good standing.
- Member in good standing of: Student Council, S.A.D.D., Yearbook, Sound Sensation, Drama Club, NJHS, Art Club, Band, Choir, Sound Sensation, ...
- Honor Roll (each grading period)
- Accumulating zero lunch detentions (each grading period)
- Accumulating zero Z.A.P.s (each grading period)
- Accumulating zero Tardies (each grading period)
- Points may also be earned for other school activities at the discretion of the administration
- Perfect Attendance (each grading period as well entire school year)

### **Restrictions**

Students may be restricted from participation in any of the above (any eca or privilege activity) for reasons related to academics, attendance/truancy, or conduct. Please see the Athletic Handbook for a full explanation of the specific athletic requirements for participation.

### **RR Guidelines**

Only 1 student permitted in a rr stall at a time. There is no video recording equipment permitted. Vandalism will be disciplined & may be prosecuted with the WPD.

### **Transportation**

In order to ride the bus home with a friend or relative, the student must bring a written note signed by their parent. The Principal will then confirm and sign off. If no note and/or if missing either signature the note is invalid & the student will take the normal way home.

## **Appropriate Use of JGSC Technology**

The John Glenn School Corporation is pleased to offer students access to district computers, communication systems (ie: student e-mail accounts, web sites, blogs, wikis, podcasts, and other emerging technologies), the Internet, and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles, and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

### **Using the Internet and Communication Systems**

District technology resources are provided to students to conduct research, complete assignments, and communicate with others in furtherance of their education. Access is a privilege, not a right: as such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with corporation standards and honor this agreement to be permitted to use technology.

All digital storage is district property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on district servers will be private. It is the responsibility of the student to back up his/her files whenever a new file is created or an old file has been edited and changed. Files may be backed up by using GoogleDocs or a personal storage device (such as a flash drive).

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable students to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make internet access available to further educational goals and objectives, students may find ways to access these other materials as well.

The John Glenn School Corporation does not condone or permit the use of this material and uses content filtering software (LightSpeed) to protect students to the fullest extent possible. If a website is blocked by the school filter, students should not try to “get around” the filter. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired, but not always possible. Students are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse.

The John Glenn School Corporation believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally accesses inappropriate materials, they should back out of the information at once and notify the supervising adult.

### **Privacy and Security**

Students must use corporation technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

### **Vandalism**

Any intentional act by a student that damages district technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person’s time to repair, replace, or perform corrective work on district technologies or data is also considered vandalism. Students should report lost or broken items to their teacher or administrator immediately.

To further protect the student’s laptop computer, computers are to be kept in the bag at all times. The computer is not to be removed from the protective carrying case unless directed to do so by school personnel.

### **Consequences of Misuse**

Misuse of personal or district technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of district technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. In addition, the student’s use of district technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Intentional, unauthorized access and/or damage to networks, servers, user accounts, passwords, or other district resources may be punishable under local, state, or federal law.

### **Reliability and Limitation of Liability**

John Glenn School Corporation makes no warranties of any kind, expressed or implied, for the

technology resources it provides to students. John Glenn School Corporation will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the student's own risk. John Glenn School Corporation specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student and his/her parent/guardian will indemnify and hold John Glenn School Corporation harmless from any losses sustained as the result of misuse of the district's technology resources by the student.

**Activities that ARE permitted and encouraged include:**

- School work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service, employment, or further education
- Laptops must be taken to each class every day unless otherwise instructed by the teacher

**Activities that are NOT permitted nor encouraged include:**

- Plagiarism or representing the work of others as one's own
- Using obscene language, harassing, insulting, ostracizing, or intimidating others
- Representing Copyright, Registered, and/or Trademark materials as one's own work
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, employment, or further education (thus, searching inappropriate materials is not permitted)
- Damaging or modifying computers, software, or networks with permanent materials
- Intentional or neglectful transmission of viruses or other destructive computer files; hacking into district or external computers, intentionally bypassing district filters
- Use of USB, bootable CDs, or other devices to alter the function of a computer or a network
- Subscription to any online services or ordering of any goods or services
- Use of personal e-mail accounts, non-district-provided e-mail accounts, on the district network
- Online sharing of any student's or staff member's name, home address, phone number, or other personal information
- Non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, raffles
- Participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher
- Use of district resources for commercial purposes, personal financial gain, or fraud
- Any activity that violates a school rule or a local, state, or federal law

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Corporation's Internet connection is provided for educational purposes only.

Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Corporation has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation also

monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the School Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Corporation has the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Corporation's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

### ***Parent/Guardian***

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Corporation has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minor. However, I recognize that it is impossible for the Corporation to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Corporation (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the Corporation's servers would vest in my child upon creation, I agree to assign those rights to the Corporation.

- I give permission for my child to use and access the Internet at school and for the Corporation to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Corporation to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Corporation to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

### ***Student***

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Corporation's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

-Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

***Grow Forward !***

# *K-8 JGSC Athletic Handbook*

*2023-24*



**North Liberty Elementary Shamrocks**



***Walkerton Elementary Wildcats***



***Urey Middle School Falcons***

***" Grow Forward ! "***

***"At John Glenn, Our People Are Our Brand. Compete & do things the JG Way."***

## ATHLETIC HANDBOOK

### **PHILOSOPHY:**

The athletic programs of **North Liberty Elementary School, Walkerton Elementary School**, and **Urey Middle School** are a part of the extra-curricular programs of John Glenn School Corporation (JGSC). These programs place an emphasis on developing the individual student-athlete physically, mentally, and socially by providing a broad program of athletic activities, wholesome competition, appropriate equipment/facilities, and competent supervision and coaching. Any individual who is capable of and willing to meet the standards/requirements of the programs, is provided and encouraged the privilege of participating. We strongly encourage all students to get involved in extracurricular programs. Research proves that students who are involved feel more connected to their school, have higher self esteem, better grades & behavior, and better attendance in school.

Proper administration of the athletic program is essential to the well-being of the student athlete. The welfare of our student athletes is always the primary concern. The coaching staff, athletic director, and school principals administer the programs within the policies established by the school principals, athletic director, athletic council, coaches, and the local school board of trustees.

Any student is eligible to try out for a **North Liberty Elementary School, Walkerton Elementary School**, and **Urey Middle School** athletic team provided the student passes a physical examination and meets the scholastic standards established by the athletic council. Students who choose to participate in interscholastic sports (including cheerleading) must agree to and abide by the athletic codes.

Student athletes and their parent(s)/guardian(s) must be aware that many risks are involved in playing or practicing in any sport and that serious injury or impairment could result from such participation.

JGSC takes great pride in the academic and athletic achievement and accomplishments of our students. We hope our athletic program can enhance the lives of our students and community and create a healthy spirit of competition and team values. Good luck and welcome to the JGSC athletic programs. *At John Glenn, Our People Are Our Brand. Compete, represent, and do things the JG Way with great Pride and Sportsmanship.*

*"Cancer can take away all my physical abilities. It cannot touch my mind, it cannot touch my heart, and it cannot touch my soul. And those three things are going to carry on forever."*

*– Jimmy Valvano*



<b>Grade:</b>			<b>BOYS:</b>	<b>GIRLS:</b>
<b>4</b>	WINTER	-	Elem Wrestling	Elem Wrestling
<b>5</b>	FALL	-	UMS Cross Country	UMS Cross Country
	WINTER	-	IF you do UMS CC then you can do UMS Elem Basketball Elem Wrestling	Track distance events Elem Basketball Elem Cheerleading Elem Wrestling
	SPRING	-	UMS Track (CC Team Members Only) UMS Golf (If needed)	UMS Track (CC Team Members Only) UMS Golf (If needed)
<hr/>				
<b>6</b>	FALL	-	UMS Cross Country UMS Football	UMS Cross Country Elem Volleyball
	WINTER	-	IF you do UMS CC then you can do Elem Basketball UMS Wrestling	UMS Track. Elem Basketball Elem Cheerleading UMS Wrestling
	SPRING	-	UMS Track (CC team members only) UMS Golf (If needed)	UMS Track (CC team members only) UMS Golf (If needed)
<hr/>				
<b>7</b>	FALL	-	Cross Country Football Soccer	Cross Country Volleyball Soccer Cheerleading
	WINTER	-	Basketball Wrestling	Basketball Cheerleading Wrestling
	SPRING	-	Track Golf Tennis (club co-ed)	Track Golf Tennis (club co-ed)
<hr/>				
<b>8</b>	FALL	-	Cross Country Football Soccer	Cross Country Volleyball Soccer Cheerleading
	WINTER	-	Basketball Wrestling	Basketball Cheerleading Wrestling
	SPRING	-	Track Golf Tennis (club co-ed)	Track Golf Tennis (club co-ed)

*-If a student quits or is dismissed from a team before the end of a sport season, he/she may not join another sport team that competes during that same season, without coach + AD + Principal approval.*

## **UREY ATHLETIC AWARDS:**

### GENERAL PROVISIONS FOR AWARDS:

1. The student athlete must finish the sport for which the award is to be given or be excused in good faith by the coaching staff/AD/administration/medical note.
2. All team participants must be academically & behaviorally eligible at the completion of the sport season. The sport season consists of the period from the first practice to the final event.
3. All participants must return equipment loaned to them to the satisfaction of the coach/AD/administration. Failure to do so would result in forfeiture of athletic award/letter/medal/etc. and/or legal action, and/or the loss of privilege to participate in future sports.
4. An individual who is injured and is unable to complete the requirements for an award may receive an award when recommended by the coach/AD/administration.
5. Replacement of lost awards will be at the expense of the student athlete.
6. *To receive an award, a person must:*
  - Be of value to the team and his school.
  - Cooperate with & have good will for fellow team members.
  - Contribute as an individual & show improvement.
  - Respect training guidelines & team rules.
  - Display good sportsmanship.
  - Attend practice regularly.
  - Represent true school spirit & citizenship.
  - Be eligible at the end of the season.
  - Be recommended by his/her coach.

-A record of each student's participation, achievements, & awards in interscholastic athletics is kept by the Athletic Director/AD Secretary in Harmony.

*"There may be people that have more talent than you, but there's no excuse for anyone to work harder than you do." – Derek Jeter*

## **SPECIAL RECOGNITION AWARDS:**

1. **"All Sports Award"**

This award is obtained by participating in at least three (3) Urey sponsored sports, during each year at UMS (typically multiple winners).

2. **"Academic Award"**

This award is obtained by the 8th grade male & female student athlete with the highest GPA (participate in at least two (2) sports in grade 8). *If there is a tie, there will be multiple winners. Must have cumulative 3.0 GPA or higher.*

3. **"Most Improved Athlete"**

This award is obtained by participating in at least two (2) sports in the eighth grade. The student athlete displays significant improvement in the sports participated in throughout the year.

4. **"UMS Outstanding Athlete"**

This award is earned by participating in athletics at Urey MS. The award winner shall be an outstanding athlete, display good mental attitude & good sportsmanship in addition to achieving high athletic success.

5. **"Coach's Exemplary Sportsmanship Award"**

An award recognizing a student's sportsmanship, mental attitude, and effort in athletics as well as in the classroom.

*[ These are Grade 8 awards. ]*

*"The only way to prove you are a good sport is to lose." –Ernie Banks*

## **CONDUCT AND DISCIPLINE:**

*Athletes participating on school teams are required to live according to these rules:*

1. Athletes shall not possess, provide to another person, or be under the influence of, or use any substance which is illegal or contains tobacco, snuff, alcohol, a stimulant, an intoxicant, a narcotic, a depressant, a hallucinogen, or a mood altering drug (whether prescription or sold over the counter - without a prescription) or any other illegal substance (vape).
2. Every student athlete shall adhere to all school rules, expectations, and school policy. He/she shall manifest good citizenship in and out of school.
3. For a student athlete to participate in a sporting event, they must be in attendance at school the day of the event. A student may participate in the event if his/her absence has been prearranged with office staff. (ie: Dr's appointment, funeral, etc.) When an individual is not in attendance on Friday and an event is scheduled on Saturday, the individual MAY participate in the event if feeling healthy. Each student athlete MUST be in attendance by **noon** on a game day. An UNX absence on game day means the student athlete may NOT participate.
4. Each athlete shall attend the practices and contests of his/her team unless excused by the coach/AD/administration.
5. Athletes will not participate in any form of vandalism, theft, or destructive misuse of school property, equipment, or personal property of others.
6. Each coach reserves the right to adopt additional rules and regulations for his/her own sport.
7. An athlete may not start a second sport season until the current sport season is completed, unless granted permission by the coach(es)/AD/administration.

*-The AD/administration, along with the coaching staff, will administer any discipline brought about by a violation of school policy. Violations of any of the previously stated rules will result in the following minimal disciplinary action:*

**1st/FIRST OFFENSE:** Athletes may be suspended for up to 1/3 of the regular season games or contests. Principal & AD reserve the right to amend discipline based upon severity & circumstances of discipline event. The suspension will be consecutive games/contests.

**2nd/SECOND OFFENSE:** Athlete will be suspended for one full sports season (Fall/Winter/Spring).

**3rd/THIRD OFFENSE:** Athlete will be suspended for one full year from the date of incident.

**4th/FOURTH OFFENSE:** Athlete will be suspended for one full year from date of incident the remainder of his/her middle school career.

***\*Athletic suspension in MS does NOT carry over into the student's freshman year of HS.***

*"I've failed over & over again in my life, and that is why I succeed." –Michael Jordan*

### **CONFERENCE ON DISCIPLINE:**

A conference will be held whenever an athlete is suspended from athletics. The conference shall include the principal, parent(s)/guardian(s), coach(es), athletic director, and student athlete. *A temporary athletic suspension will be in effect until the official conference is held.*

### **ATHLETIC COUNCIL:**

Any additions or corrections to the guidelines as outlined in the North Liberty Elementary, Walkerton Elementary, and Urey Middle School Athletic Handbook may be done with the action and approval of the Athletic Council.

Council Members include:

-Building Principal(s) WES/NLES/UMS

-Gr 4-8 Athletic Director(s)

### **SCHOLASTIC REQUIREMENTS:**

The student athlete must maintain passing grades (D- or above in 5 academic classes) to participate in sports. *If the student is found to be failing any class at the end of 9 week grade card, the student athlete may be denied athletic competition as follows:*

- 1. Two (2) F's = one (1) game suspension. The student athlete shall continue to attend practice.**
- 2. Three (3) F's = Half (1/2) of one season. The student athlete should continue to attend practice.**
- 3. Four (4) F's = The student athlete is ineligible for the remainder of one season. Whether the student athlete may continue to attend practice will be determined by the Coach and Administration.**

-Grades for suspensions will come into effect the Wednesday immediately following the end of the 9 weeks grades (on a Friday) being finalized (typically grades are finalized 1.5 weeks after the end of a grading period).

-If failing a class(es) during Grade 5 or 7 in the 4th 9 weeks/semester, the penalty will carry over. If in Grade 6 or 8, when you move up to the MS or HS you start with a clean slate and all student athletes are eligible.

### **SPORT ELIGIBILITY:**

Each student athlete needs a current athletic physical to participate. Physicals are good April 1 through April 1. Student athletes must participate in practice (suggested 5-10 practices) before he/she can participate in a game, match, or meet (tracked & determined by AD/coach).

*"Without self-discipline, success is impossible, period." -Lou Holtz*

## **ATTENDANCE AT PRACTICE IS REQUIRED TO PARTICIPATE IN A CONTEST**

A student athlete shall attend and actively participate in regularly scheduled practice sessions to be eligible for athletic competition. If a student shall fail to attend and actively participate in regularly scheduled practice sessions (as a result of a school strike, student suspension, athletic suspension, health limitation/lengthy illness, or etc./various other reasons), the student athlete shall be required to complete the following prior to participation in a game:

- Attendance and active participation in Pre-Season practices (if applicable).
- If missing 5-9 consecutive days = Attendance and practice participation in four (4) school supervised practice sessions of normal length which shall occur on four (4) separate days (Mon-Sat) prior to the day of the contest.
- If missing 10+ consecutive days = Attendance and practice participation in six (6) school supervised practice sessions of normal length which shall occur on six (6) separate days (Mon-Sat) prior to the day of the contest.

# **WE ARE FALCON PROUD !**

*Compete w/ Intensity & Integrity*

## **CONCUSSION PROTOCOL**

A student athlete will not return to play or practice any sooner than 24 hours after the student is removed from play. Written medical clearance by an appropriate health care professional is required for "return to play/participation". For "return to play/participation" the student athlete should follow a step-wise protocol with provisions for the delay of the "return to play/participation" based upon the return of any concussion signs or symptoms.

# HEADS\*UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR **ATHLETES**

### Concussion facts:

- A concussion is a brain injury that affects how your brain works.
- A concussion is caused by a bump, blow, or jolt to the head or body.
- A concussion can happen even if you haven't been knocked out.
- If you think you have a concussion, you should not return to play on the day of the injury and not until a health care professional says you are OK to return to play.

### What are the symptoms of a concussion?

Concussion symptoms differ with each person and with each injury, and they may not be noticeable for hours or days. Common symptoms include:

- Headache
- Confusion
- Difficulty remembering or paying attention
- Balance problems or dizziness
- Feeling sluggish, hazy, foggy, or groggy
- Feeling irritable, more emotional, or "down"
- Nausea or vomiting
- Bothered by light or noise
- Double or blurry vision
- Slowed reaction time
- Sleep problems
- Loss of consciousness

During recovery, exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse.

### What should I do if I think I have a concussion?

**DON'T HIDE IT. REPORT IT.** Ignoring your symptoms and trying to "tough it out" often makes symptoms worse. Tell your coach, parent, and athletic trainer if you think you or one of your teammates may have a concussion. Don't let anyone pressure you into continuing to practice or play with a concussion.

**GET CHECKED OUT.** Only a health care professional can tell if you have a concussion and when it's OK to return to play. Sports have injury timeouts and player substitutions so that you can get checked out and the team can perform at its best. The sooner you get checked out, the sooner you may be able to safely return to play.

**TAKE CARE OF YOUR BRAIN.** A concussion can affect your ability to do schoolwork and other activities. Most athletes with a concussion get better and return to sports, but it is important to rest and give your brain time to heal. A repeat concussion that occurs while your brain is still healing can cause long-term problems that may change your life forever.

### How can I help prevent a concussion?

Every sport is different, but there are steps you can take to protect yourself.

- Follow your coach's rules for safety and the rules of the sport.
- Practice good sportsmanship at all times.

### If you think you have a concussion:

Don't hide it. Report it. Take time to recover.

**It's better to miss one game than the whole season.**

For more information, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).

April 2013



# HEADS\*UP

## CONCUSSION IN HIGH SCHOOL SPORTS

A FACT SHEET FOR PARENTS

### What is a concussion?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### What are the signs and symptoms of a concussion?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE	SIGNS OBSERVED BY PARENTS/GUARDIANS
<ul style="list-style-type: none"> <li>• Headache or “pressure” in head</li> <li>• Nausea or vomiting</li> <li>• Balance problems or dizziness</li> <li>• Double or blurry vision</li> <li>• Sensitivity to light</li> <li>• Sensitivity to noise</li> <li>• Feeling sluggish, hazy, foggy, or groggy</li> <li>• Concentration or memory problems</li> <li>• Confusion</li> <li>• Just “not feeling right” or “feeling down”</li> </ul>	<ul style="list-style-type: none"> <li>• Appears dazed or stunned</li> <li>• Is confused about assignment or position</li> <li>• Forgets an instruction</li> <li>• Is unsure of game, score, or opponent</li> <li>• Moves clumsily</li> <li>• Answers questions slowly</li> <li>• Loses consciousness (even briefly)</li> <li>• Shows mood, behavior, or personality changes</li> </ul>

### How can you help your child prevent a concussion or other serious brain injury?

- Ensure that they follow their coach’s rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
  - However, helmets are not designed to prevent concussions. There is no “concussion-proof” helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

### What should you do if you think your child has a concussion?

**SEEK MEDICAL ATTENTION RIGHT AWAY.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.

**KEEP YOUR CHILD OUT OF PLAY.** Concussions take time to heal. Don’t let your child return to play the day of the injury and until a health care professional says it’s OK. Children who return to play too soon—while the brain is still healing—risk a greater chance of having a repeat concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.

**TELL YOUR CHILD’S COACH ABOUT ANY PREVIOUS CONCUSSION.** Coaches should know if your child had a previous concussion. Your child’s coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

**If you think your teen has a concussion:**  
 Don’t assess it yourself. Take him/her out of play.  
 Seek the advice of a health care professional.

**It’s better to miss one game than the whole season.**

For more information, visit [www.cdc.gov/Concussion](http://www.cdc.gov/Concussion).



April 2013